



## Central Oregon Interagency Dispatch Center

4550 SW Airport Way  
Prineville, OR 97754  
Phone: (541) 416-6800  
Fax: (541) 416-6847

February 1, 2017

**Subject: 2017 Administratively Determined Casual Hire Employment**

***Please read this letter in its entirety as there are some changes since 2016.***

In anticipation of the 2017 wildland fire season, we are contacting you based on your past or current interest in emergency employment with the federal government, under the Casual Hire Administratively Determined (AD) Pay Plan, through the Central Oregon Interagency Dispatch Center (COIDC).

**New for 2017:**

- There are a few staffing changes at COIDC - Valerie Reed and Lael Gorman have both retired. Beth Fildes is our Assistant Center Manager-Logistics behind Valerie. Brian Matlock is supporting both the Logistics and Intelligence sections as we transition.
- COIDC now has an email account dedicated to our Casual Hire program. Please send hiring, travel, pay, training, and other Casual specific correspondence to: [coidclogAD@gmail.com](mailto:coidclogAD@gmail.com).
- An annual COFMS COIDC Casual Hire Agreement has been added to the sponsorship packet to affirm your agreement to comply with the provisions in this letter and the *COFMS Casual Supplemental Guidelines*.

**Records:** As a reminder – please make sure all your training and experience records are up to date. Your 2016 assignment history, from the ROSS database, has been entered into the IQCS system. This is also a good time to verify your ROSS self-status access and contact information by logging on to your NAP account. Work through the ROSS web site/Help Desk for any issues: 888-224-7677  
<http://famit.nwcg.gov/applications/ROSS> .

Your hard copy documents and records are due for update by the last day of February (annually). Agency policy requires that a number of documents be current and on file in our office before an Casual employee can attend training or mobilized to an incident. Please compare your records to the attached list to ensure you are eligible for hiring.

- All Casual Hire employees must submit an updated I-9 (revised 11/2016) this year. Completion of the I-9 requires that you bring approved identification to be verified by a COIDC hiring official.
- Please contact the COIDC Logistics staff to schedule an appointment to complete those forms or with questions.

**Vehicle Operation:** To operate a Government-owned vehicle, rental vehicle, or be reimbursed for approved Privately Owned Vehicle (POV) mileage, the following must be completed and submitted every three (3) years:

- R6-FS-7100-184 Application to Operate Government Vehicles
- OF-345 Physical Fitness Inquiry
- Casual Driver Operator and Hosting Agency Responsibilities – signed.



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- Defensive Driving course: submit valid certification of completion to COIDC. You must procure this training on your own and at your own cost.
- Obtain a driving record from DMV and submit it to COIDC.
- Present a valid driver license

**Training/Meetings/and Workshops:** Casual Hire employees can attend up to 80 hours of training per calendar year for annual refreshers, maintenance of current IQCS qualifications, and attendance at IMT or other conferences *with prior approval*. Casual employees are not authorized to take courses for the purpose of adding additional IQCS qualifications to their NWCG Qualifications Card.

Nomination requests to attend training, meetings and/or workshops will be submitted in writing prior to training: 14 days for local attendance and 30 days prior to travel to non-local events. The request must include:

- Dates, location, and agenda.
- Justification for attendance.
- Cost estimate including wages, per diem, proposed lodging and transportation. Use of a POV must be requested and pre-approved.

If your request is approved, you must have a current resource order and a signed casual hire form *prior* to departure.

Prior to being available for positions requiring a fitness rating, an annual Work Capacity Test (WCT), a.k.a. "Pack Test", and Fireline Safety Refresher (FSR) must be successfully completed and documented. Eligibility to take the WCT will be determined upon review of a Health Screening Questionnaire ("HSQ" Form FS-500-31). You may be required to have a medical examination prior to receiving approval to take the WCT.

- You will not be approved to take a Work Capacity Test if it is not required for your qualification(s).
- The 2017 Central Oregon FSR schedule is not finalized at this time, so stand by.

**Expenses & Reimbursement:** Casual Hires will be "self-sufficient" with few exceptions. This means you will have to initially pay for your lodging, meals, miscellaneous expenses, and possibly a rental car from personal funds while attending training or on assignment.

- Reimbursement for the use of a POV is at the discretion of the government and must be pre-approved in writing.
- Allowed expenses for training will be reimbursed via a Travel Voucher and may take a few to several weeks.

**Incident Assignments:** COIDC requires copies of all time reports with a written notation of whether the incident submitted it directly to ASC or not.

- Whenever possible, Incident Finance will process time and travel on your OF-288; miscellaneous travel expenses and pre-approved POV mileage should be included. The "Batch Number" should be noted on time reports submitted by an incident.



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- COIDC will only process time submitted on an approved Incident Time Report (OF-288) form. Currently, there are two approved OF-288 forms available; both can be accessed from the COIDC Casual web page.
- You are responsible for retaining and providing your Employee Common Identifier (ECI) for hiring forms, I-Suite, and OF-288s.
- Travel reimbursement claims will not be processed until we receive time reports.
- Travel reimbursement claims will not be processed without a completed and signed COIDC Travel Reimbursement Worksheet. (Note: Travel expenses for training cannot be submitted on an OF-288.)
- Don't forget your receipts!

The 2017 Casual Pay Plan is not yet available; the 2016 rates will be in effect until March 31, 2017.

Casual employment information and forms are available on the COIDC webpage:

<http://gacc.nifc.gov/nwcc/districts/COIDC/ADcasual.html>.

Please review all the documents provided and contact us if you need access assistance, hard copies, or have questions:

**COIDC Logistics (541) 416-6800 / [coidclogAD@gmail.com](mailto:coidclogAD@gmail.com)**

Thank you for your support. We wish you all a safe fire season.

/s/ Maria Maragni  
COIDC Manager



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### **Casual Employee Documents: 2017**

Some forms may require Adobe Acrobat to view/save/print. Adobe Acrobat can be downloaded free of charge at: <http://get.adobe.com/reader/>

- **Casual Personal Information Form** – Submit any changes for email address, phone numbers, mailing address, or emergency notification. Attached (the electronic version can be emailed on request).
- **Casual Hire Form (PMS 934)** – This form must be completed and signed prior to any travel, training, or assignment. We will either fax it to you for your signature and return to us, or keep a number of blanks in your file to be completed by us as needed.
- **Direct Deposit-Salary (SF-1199a)** – Complete if your direct deposit banking information has changed.
- **Direct Deposit Travel (FS-6500-231)** – Complete if your direct deposit banking information has changed.
- **Incident Behavior (PMS 935-1)** – Update annually.
- **Employment Eligibility (Form I-9)** – Must be submitted in person with two valid forms of identification.
- **Employee's Withholding (Form W-4)** – Update annually.
- **Health Screening Questionnaire (HSQ FS-5100-31)** – Must be filled completed and agency approved prior to taking the Work Capacity Test.
- **Driver Licensing & Authorization -**
  1. **Driver Application for Authorization (FS-6500-214)** – A statement of your driving experience and history.
  2. **Medical History (OF-345)** – Include any medical conditions that may affect your driving ability.
  3. **Valid State Driver License** - Required for the type of vehicle to be driven. The state driver license must be carried with the employee any time they are driving a government vehicle.
  4. **State DMV Driving Record** – An affidavit from the state licensing bureau, obtained by the Casual for a fee, verifying the applicant's driver license. Information is available on either the Oregon [www.oregon.gov/ODOT](http://www.oregon.gov/ODOT) or Washington [www.dol.wa.gov](http://www.dol.wa.gov) State DMV web sites.
  5. **Authorization to Operate Forest Service Owned/Leased Vehicles** – COIDC will issue this to you once every 3 years, or when your defensive driving course certificate expires, as long as you are authorized to operate Forest Service owned and/or leased vehicles. You must have this on your person for any training or incident assignment for which you are approved to drive Forest Service or rental vehicles, or for reimbursement of POV mileage by the Forest Service.
  6. **Driver R6 Casual Operator Responsibilities - Signed**